

CONFIDENTIAL
SENDING THIS QUESTIONNAIRE IS NOT SUBMITTING A CHARGE

I was treated differently from others or denied the same opportunity in:

Refusal to Hire
Termination/Discharge
Layoff
Pay
Denial of Promotion
Demotion

Maternity
Harassment
Working Conditions
Reasonable Accommodation
Other (describe briefly)

I wish to file a charge against:

Name of Employer and/or individuals:

Address:

City:

State:

Zip Code:

Phone Number (include area code):

Approximate number of employees:

Are you currently employed by this Employer?

Date of hire:

Date of termination:

Present position/Last position held:

(Please be specific)

Supervisor's Name and Title:

Decision Maker's Name and Title:

If you were placed by a staffing agency, please give the name and contact information for the agency:

Please briefly explain on a separate document what action(s) taken against you that you believe to be discriminatory. This could include such things as being treated differently in hiring, termination/discharge, pay, promotions, demotions, maternity leave, harassment, working conditions, retaliation and/or reasonable accommodations. Provide details such as names and dates, etc. Were other persons treated differently than you? Please describe. What harm, if any, was caused as a result of that action? Try to provide a timeline from the first date of discrimination to the latest date of discrimination including who, what, where details.

FOR AGENCY ACTION ONLY

Action taken:

☐ Charge taken

☐ Not a covered basis

☐ Information only

☐ Actions complained of do not state
a valid claim

☐ Not a timely charge

☐ CP is a federal employee

☐ No employer/employee relationship

☐ Not enough employees

☐ Referred to another agency: _____

☐ Filed in court on same basis

☐ Charge already filed at another agency

☐ Other reason

(Specify): _____

Intake Investigator's signature: _____ Date: _____